

**EMT-1 REGULATORY TASK FORCE
MEETING MINUTES
April 3, 2002
Westin Hotel at Horton Plaza
San Diego, CA**

I. Introductions

A. Self-introductions were made.

MEMBERS PRESENT	EMSA STAFF PRESENT	ALTERNATES PRESENT	MEMBERS ABSENT	ALTERNATES ABSENT
Ray Casillas	Dan Smiley	Bruce Kenagy	Nancy Casazza	David Nevins
Bob Cordray	Nancy Steiner	Patrick Brown	Donna Ferracone	Jean English
Elaine	Connie Telford	Karen Petrilla	Debbie Meier	Debbie Notturmo
Dethlefsen				
Bruce Haynes	Sean Trask		Byron Parsons	
Pat Kramm	Richard Watson		Marco Randazzo	
Tom McGinnis				
Debi Moffat		Guests	Bob Repar	
Dan Paxton		Fred Claridge	Susan Smith	
John Pritting		Greg Dunnavant, MD	Todd Wilhoyte	
Veronica		Mike Metro		
Shepardson				
John Tysell				
Luann				
Underwood				
Kevin White				

II. Minutes

Approved with the following change, add Kevin White to Item V A. 4. the list of people that are not reimbursed for travel by their representative group.

III. Agenda

The April 3, 2002 Agenda is approved as written. The April 4, 2002 Agenda was changed to reschedule the National Registry presentation to 09:30 hours from 10:00 hours.

The Task Force then had a discussion on the scoring forms and decided that they would not be turning the scoring forms into the EMS Authority and that each member will hold on to their scoring form and will use their forms to assist them in their selection of a single vendor.

IV. Cooperative Personnel Services Presentation

A. Vince MacManus and Howard Fortson were present from Cooperative Personnel Services to give the presentation. In the past, CPS developed the paramedic exam for the EMS Authority. The following points were made:

1. CPS is a Joint Powers Authority and a governmental agency since 1935.
2. CPS has a client base throughout the US and Canada.
3. CPS is a full service human resources consulting agency specializing in certification, licensure and employment testing. CPS conducts mostly public safety (police and fire) testing, but also administers exams to notary public, acupuncture, board of corrections, x-ray technician, lead inspectors, engineers.
4. CPS developed the first state paramedic exam in California
5. CPS follows legal and professional guidelines such as the Uniform Guidelines on Employee Selection Procedures, Principles for the Validation and use of Personnel Selection Procedures., Standards for Education and Psychological Testing and CPS places a large

emphasis on the supporting inference that the certification test measures what is needed at certification.

6. Uses of the job analysis information:
 - a. Test plan development,
 - b. Curriculum development,
 - c. Training,
 - d. Delineate differences across groups,
 - e. Track changes over time,
 - f. Validity documentation,
 - g. APA standards require job analysis to be the cornerstone of test development
 - h. Crocker and Algina advocate specificity in the test plan,
 - i. Identification of cognitive processes.
7. Exam Plan Development
 - a. APA standards require job analysis to be the cornerstone of test development.
 - b. Link knowledge and skills identified in job analysis with DOT curriculum
 - c. Develop appropriate weights of exam content areas to ensure validity and maximize exam reliability
 - d. Develop item content specifications for written multiple-choice test.
 - e. Develop content specifications for skills tests.
8. Skills test
 - a. Performance-based exam to show mastery of a skill set
 - b. Practical considerations for conducting performance based tests for large candidate groups.
9. Test Plan Item Writing
 - a. Identify SMEs for item writing who are knowledgeable for the field
 - b. Train item writers on rules and guidelines
 - c. Write items
10. Conduct item revision and relevancy panels to refine items
 - a. Conduct item sensitivity review
 - b. Beta test items
11. Pass-Point Recommendation
 - a. Conduct SME-based standard setting panels to establish pass-point
 - b. Written, multiple-choice test to be based on SME determination of minimum acceptable competency.
 - c. Skills test to be judged as acceptable or unacceptable based on SME review of candidate responses and predetermined SME based benchmarks.
 - d. All pass-point procedures and lists would be subject to review and approval by EMSA
12. Exam Development Timeframe
 - a. Completion of job analysis data collection – six months
 - b. Conduct job analysis linkage panels, complete documentation of job analysis process and begin item development process – three months
 - c. Completion of first written multiple choice test and necessary skills tests – three months
 - d. Total elapsed time – twelve months
 - e. Exam development would be an ongoing process resulting in a new exam each year.
13. Exam Administration and Scoring Recommendations
 - a. Recommend exam administration be limited to semi-annual or quarterly schedule to help ensure security of process.
 - b. Recommend multiple-choice and skills tests be administered by trained proctors
 - c. CPS will score multiple-choice tests
 - d. CPS would conduct statistical analysis of test results to determine item/test performance
 - e. Furnish EMSA with report listing candidates and scores in electronic and written format.
 - f. Provide a technical report documenting results for each administration including recommendations for exam revisions and/or policy modifications
14. Exam Security Recommendations

- a. Develop procedures to safeguard security and confidentiality at all phases of the item/test development process.
- b. Develop multiple exam forms
- c. Limit retakes or use alternate forms
- d. Standardize administration
- 15. Turn-around times for test results
 - a. CPS Notary exam results published ten days from administration
 - b. CPS will develop procedures to meet or exceed any reasonable timeline.
- 16. Customer Service
 - a. Customer service is foundation of their existence
 - b. All CPS staff performance evaluations are heavily weighted on customer service based on client surveys.
- 17. Cost
 - a. \$18.50 per candidate based on CPS Test Rental Model, where CPS retains ownership of items.
 - b. Cost based on:
 - i. EMSA or designee administers exam
 - ii. EMSA assists in arranging for SMEs
 - iii. Voluntary participation of SMEs/respondents to job analysis survey and item pretest.
 - c. Additional costs for CPS exam administration based on exam frequency, candidate counts, and exam locations
 - d. No additional charge for job analysis, scoring or process documentation.

V. The Chauncey Group International Presentation

Dr. F. Jay Breyer and Dr. Linda Waters were present from the Chauncey Group International to give the presentation. The following points were made:

- 1. The Chauncey Group International is a subsidiary of Educational Testing Services, which has a 50+-year history of developing assessments and core competencies, in creating licensure and certification assessments/examinations. There is a separate division at Chauncey for health-related professions and occupations.
- 2. The options that Chauncey posed for consideration were
 - a. Use an existing national-based assessment, or
 - b. Create a unique, targeted and focused assessment specific for California.
- 3. Chauncey recommends that the focus be on developing psychometrically sound and legally defensible examinations emphasizing that the exam will meet the needs of the EMT-I Task Force, that the citizens of California will have qualified, competent EMT providers and that the (Task Force) members will have a fair, well run assessment providing an opportunity to demonstrate competence.
- 4. After the exam development, there are two administration options, paper and pencil and internet proctored both offer secure administration options.
- 5. Development will combine the DOT Curriculum and the uniqueness of California training programs.
- 6. Determining scope of practice:
 - a. Use the DOT job analysis study to identify knowledge areas and skills essential for the EMT-I
 - b. Assemble a California based Task Force to review the DOT research and identify gaps in knowledge areas and skills.
 - c. Develop a statewide survey instrument to determine any differences within counties and to gain consensus across counties and obtain input from stakeholder groups.
 - d. Analyze data
 - e. Develop test specifications for knowledge test and for skills test.
- 7. It is important to link the results of the job analysis to the test development, which will provide a foundation for the legal defensibility, and psychometric soundness of any examination.

8. There would be two groups involved in test development process:
 - a. Subject matter experts (SMEs)
 - b. Test development experts
9. Item writing:
 - a. Invite 12-16 SMEs to a 2 and a half-day item writing session.
 - b. Chauncey will provide SMEs with guidance in how to develop items
 - c. SMEs will be asked to bring references and DOT standard curriculum
10. Item editing:
 - a. Chauncey staff takes "raw" items and edits for grammatical correctness and style
 - b. Chauncey staff performs fairness review on items.
11. Item Reviews:
 - a. Assemble a different group of SMEs to review items
 - b. Look for accuracy and presence of only one key able answer.
12. Test Form Assembly:
 - a. Based on test specifications for content and weights-assemble test forms.
 - b. Review for overlap or cueing among questions.
13. Maintenance of exam:
 - a. Continue to grow the item bank
 - b. Continually assess the item bank for currency of items and changes in practice.
14. Timeline:

a. Begin job analysis	contract award to 2 months
b. Job analysis survey	2 to 4 months
c. Analyze data	4 to 5 months
d. Develop test specs	5 to 6 months
e. Item writing	6 to 8 months
f. Begin administration	2003/2004
g. Ongoing test development, scoring and reporting.	
15. Test administration process (no conflict of interest - separate training from cert testing):
 - a. Paper and pencil
 - i. Set dates for administration
 - ii. Establish test sites
 - iii. Experienced proctors to administer exam
 - b. Internet testing
 - i. Individual rather than group experience
 - ii. Can be set up in training and /or employment setting
 - iii. Available on demand
 - iv. Proctored to assure security
 - c. All test session (paper or internet) will be proctored and Chauncey will train proctors in administration process.
16. Security:
 - a. During test development:
 - i. Sessions are monitored
 - ii. Participants must sign confidentiality agreements (up to and including prosecution)
 - iii. All material shipped by secured carrier
 - b. At Chauncey:
 - i. Building is secured 24/7/365
 - ii. Test development takes place within badge-accessed section of building
 - iii. Item files are restricted to only those required to have access.
 - c. During administration:
 - i. Paper-pencil – use secure carriers
 - ii. Experienced proctors trained in routine and unusual events
17. Legal support
 - a. Stands by their products and services

- b. Has legal staff to serve as experts.
- 18. Customer service:
 - a. Provide toll-free unique number for candidate inquiries
 - b. Staff are trained customer service representatives
 - c. Work from scripts to provide consistent information.
- 19. Skill exam
 - a. Has experience in offering skills-based performance examinations
 - b. Has experts to serve as observers or raters
 - c. Offer standardized administration for every candidate
- 20. Scoring and Reporting, these are examples, actual reports will be determined by decision makers.
 - a. Reports for EMT candidate
 - b. Reports for the State
 - c. Reports for training programs
- 21. Price estimates
 - a. Knowledge test \$25 to \$40/candidate
 - b. Skills test \$35 to \$ 60/candidate

